



CEYLON PETROLEUM CORPORATION

PURCHASE OF BEARING ASSEMBLY UNIT

B/40/2020

BIDDING DOCUMENT

2020

MINISTRY OF ENERGY



CEYLON PETROLEUM CORPORATION

PURCHASE OF BEARING ASSEMBLY UNITS

B/40/2020

The Chairman, Departmental Procurement Committee, Ceylon Petroleum Corporation will receive International Competitive Bids from eligible suppliers for the purchase of Bearing Assembly Units.

Bidding documents can be obtained between **0900 hrs. and 1500 hrs. up to 08.10.2020** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st. Floor, No. 609, Dr. Danister De Silva Mwt., Colombo 09, on a written request and on payment of a non-refundable fee of Rs. 1,000.00 (Rs. 925.93 + 8% VAT) per set.

The Bid will be closed at **1400 hrs. on 09.10.2020** and opened at the Office of Manager (Procurement & Stores), immediately after closing time of the Bid. Bidders or their authorized representatives will be permitted to be present at the opening of the Bid.

Bids may be sent by post under registered cover or may be deposited in the Tender Box kept in the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No. 609, Dr. Danister De Silva Mwt, Colombo 09.

Bidding Documents may be inspected at the Office of Manager (Procurement & Stores) up to 1500 hrs. on **08.10.2020**. The Bidding Document is also available in the website www.ceypetco.gov.lk for inspection of interested bidders.

Clarifications (if any) shall be sought from the under mentioned Telephone/Fax numbers.

Chairman,
Departmental Procurement Committee,
c/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.
Tele : 0094-11-5455330, 5455337
Fax : 0094-11-5455424

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1. INSTRUCTIONS TO BIDDERS (ITB)

- 1.1 **Scope of Bid:**
- The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation (CPC), Sri Lanka, hereby calls International Competitive Bids from eligible bidders for the procurement “PURCHASE OF BEARING ASSEMBLY UNITS”.
 - The successful bidder shall have to supply the items within one month of the Purchase order.
- 1.2 **Documents to accompany the Bid:**
- The Bid shall contain adequate particulars in respect of this procurement and all bidders are requested to furnish following documents along with their bids before closing time & date of the Bids.
 - (a) Name of the manufacturer
 - (b) Manufacturer’s authorization letter
 - (c) Specify the conditions of warranty offered on time basis
 - (d) Quoted Bid price prepared as per the schedule of price given below.
 - (e) Manufacturer’s catalogues, brochures, etc.
 - (f) Any other relevant document.
- 1.3 **Bid prices**
- The contract price shall be for the supply of Bearing Assembly units to the Stores of CPC at Dematagoda, Sri Lanka and shall be provided as indicated in Schedule of Prices.
 - The prices quoted by the Bidders shall be fixed lump-sum prices valid throughout the term of the contract.
- 1.4 **Period of Validity of Bids**
- The bid shall valid for a minimum period of 77 (Seventy Seven) days from the closing date of the Bid.
 - Bidders should however, clearly indicate the maximum period that their offer would be valid.
 - A Bid valid for a shorter period will be rejected as non-responsive.
- 1.5 **Bid Security Guarantee**
- Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be in the form of a Bank Draft or a Bank Guarantee issued / confirmed by a recognized Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rs. 45,000.00).
 - The Bid Security Guarantee should be valid for hundred and Seven (107) days (i.e. until 23.01.2021) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".
 - Failure to submit the Bid Security Guarantee at the time, or before the closing of Bid, and in accordance with said requirements, and in the format provided, will result in the Bid being rejected. Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security of the successful Bidder will be returned only after receipt of the Performance Security Guarantee.

- 1.6 **Performance Security**
- The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a recognized Bank in Sri Lanka, in a sum equivalent to 10% of the total Free on Board (FOB) value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure D.
 - If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such tender, as the case may be, at the risk and expense of the successful bidder.
 - The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
 - The Letter of Credit will be opened only after the receipt of the Performance Guarantee. The Performance Guarantee shall be in favour of the CPC, and shall be valid for a period not less than Ninety (90) days from the date of anticipated final delivery.
 - To expedite opening of Letter of Credit, the Supplier / Principal shall on his own account instruct his Bank to Fax CPC, the date, the amount and validity period of the Performance Guarantee.
- 1.7 **Preparation and Submission of Bids**
- All the documents related to the Bid shall be numbered and named as per the sequence of the document for easy reference.
 - The Bids shall be addressed to Chairman, Procurement Committee, c/o Manager (Procurement & Stores), Procurement & Stores Function, Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka on or before 1400 (Sri Lanka time) hrs. on 09.10.2020.
 - Any bid received by the Employer after the deadline stated above will not be considered for evaluation.
 - However, it is the responsibility of the Bidder to submit the bid on or before the given deadline and any bid received after the deadline will not be considered by the Employer under any circumstance.

1.8 **Opening of Bids** • The bid opening will be held at 1400 hrs. (Sri Lanka time) on 09.10.2020.

1.9 **Evaluation & Comparison of Bids** • The CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed and the Bids are substantially responsive.

• The evaluation methodology will comprise:

(a) Technical Requirements: Specifications and supporting technical catalogues are in compliance with Technical requirement of this Bidding document including the information/details requested Under Clause 1.2 of ITB.

(b) Financial Evaluation of Bids: The comparison of the prices of the individual “Purchase of Bearing Assembly units” will be evaluated.

In addition to the Bid prices indicated in the schedule, the following factors will also be considered in the evaluation.

- Availability of spare parts for min 5 years.
- Past supply records of the offered brand and list of users (with their contact details) in Sri Lanka
- Delivery Schedule
- Availability of After Sales Services

1.10 **Award Criteria**

• Subject to ITB Clause 1.10 the Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid for each item quoted provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

• The successful Bidder’s will be called upon to CPC Head Office, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, conforming to Technical Specifications, and strictly on the agreed schedule which should be within 01 Month as per Clause 2.4 of COC.

• The successful Bidder will be called upon to enter into an Agreement with CPC. A specimen Form of Agreement is attached as Annexure C.

2. SPECIFICATION

- 2.1 The products quoted by the Bidder shall comply with existing bearing assembly units and other associated systems.
- 2.2 The Bid shall be accompanied with minimum one (01) year warranty period. The Bidder shall state the maximum warranty period that they can provide.
- 2.3 The Bidder shall indicate availability of after sales services and maintenance facilities in detail with the offer for the purpose of evaluation.
- 2.4 Model number of the proposed bearing assembly units is HM 120848 – 90023 (with mounting parts) which consist of following two 902) units.
 - (i) Bearing Assembly HM 120848-90012 shall consist of
 - (a) 02 Nos HM120848 cones
 - (b) 01 no HM120848XA cone spacer
 - (c) 01 no HM120817XD cup
 - (d) 02 Nos. K86890 seal wear rings
 - (e) 02 Nos. K86895 seal assemblies
 - (f) 01 No. K86874 backing ring with vent filling
 - (ii) Axle End Cap Assembly K86877-90012 shall consist of
 - (a) 01 No. Axle End cap K86877
 - (b) 03 Nos. Cap screws K53399
 - (c) Locking Plate K84326
 - (d) Lubricant Fitting K399065

3. CONDITIONS OF CONTRACT

- 3.1 **Method of Payment**
 - Payment shall be made within 30 days after the completion and acceptance of the intended installation in this procurement by CPC.
- 3.2 **Delivery**
 - The Contractor shall SUPPLY twenty (20) numbers of bearing assembly units as per the Specifications stated in this Biding Document within one (01) months from the date of Order Confirmation.
- 3.3 **Advance Payment**
 - An Advance Payment equivalent to 20% of the initial Contract Price shall be paid to the Contractor within 14 Days after Contractor furnishing an unconditional Advance Payment Guarantee obtain from a commercial bank operate in Sri Lanka as per the format given in Annexure D.
- 3.4 **After Sales Services**
 - The Contractor shall supply after sales services as per the terms and conditions stated in the Service Agreement.

4. (A) SCHEDULE OF PRICES – IMPORT & SUPPLY

NO	ITEM DESCRIPTION	QTY	UNIT	RATE (USD)	AMOUNT (USD)
1	Supply of a Bearing Assembly unit complying with and unit consist of (a) Bearing Assembly unit HM 120848-90023 which consist of following units (i) Bearing Assembly HM120848-90012 consist of; <ul style="list-style-type: none"> • 02 Nos HM120848 cones • 01 no HM120848XA cone spacer • 01 no HM120817XD cup • 02 Nos. K86890 seal wear rings • 02 Nos. K86895 seal assemblies • 01 No. K86874 backing ring with vent filling. (ii) Axle End Cap Assembly K86877-90012 <ul style="list-style-type: none"> • 01 No. Axle End cap K86877 • 03 Nos. Cap screws K53399 • Locking Plate K84326 • Lubricant Fitting K399065 	20	Nos.		
	Total FOB				
	Less: Discount (if any)				
	Total Freight Charges				
	Total C & F Cost				
	Local Agency Commission (if any)				
	Grand Total				

Grand Total in Words :

Name of Bidder :

Address :

Signature of Bidder :

Company Seal : Date :

4.(B) SCHEDULE OF PRICES – EX-STOCK BASIS

NO	ITEM DESCRIPTION	QTY	UNIT	RATE (USD)	AMOUNT (USD)
1	Supply of a Bearing Assembly unit complying with and unit consist of (a) Bearing Assembly unit HM 120848-90023 which consist of following units (i) Bearing Assembly HM120848-90012 consist of; <ul style="list-style-type: none"> • 02 Nos HM120848 cones • 01 no HM120848XA cone spacer • 01 no HM120817XD cup • 02 Nos. K86890 seal wear rings • 02 Nos. K86895 seal assemblies • 01 No. K86874 backing ring with vent filling. (ii) Axle End Cap Assembly K86877-90012 <ul style="list-style-type: none"> • 01 No. Axle End cap K86877 • 03 Nos. Cap screws K53399 • Locking Plate K84326 • Lubricant Fitting K399065 	20	Nos.		
	Total Amount				
	Less: Discount (if any)				
	Sub Total II				
	Add: VAT (....%)				
	Sub Total II				
	Grand Total				

Grand Total in Words :

.....

Name of Bidder :

Address :

.....

.....

Signature of Bidder :

Company Seal : Date :

5. DRAWING

FORM OF ADVANCE PAYMENT SECURITY

.....[Name and address of Agency, and Address of Issuing Branch or Office]

Beneficiary:[Name and Address of Employer]

Date :

ADVANCE PAYMENT GUARANTEE No.:.....

We have been informed that[name of Contractor] (hereinafter called “the Contractor”) has entered into Contract No.....(*reference number of the contract*) dated.....with you, for the Construction of[*name of contract and brief description*] (hereinafter Called “the Contract).

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum.....[*amount in figure*] (.....)[*amount in words*] is to be made against an advance payment guarantee.

At the request of the Contractor, we.....[*name of issuing agency*] Hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....[*amount in figures*] (.....) [*amount in words*] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on.....[*Insert the date, 28 days beyond the expected expiration date of the Contract*]

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[Signature(s)]

⁴ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract.

Annex A – Format for Bid Security

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....[insert issuing agency’s name and address of issuing branch or office].....

Beneficiary:..... [Insert (by PE) name and address of CPC/ Purchaser]

Date : [Insert (by issuing agency) date]

BID GUARANTEE NO. : [Insert (by issuing agency) number]

We have been informed that [Insert (by issuing agency) name of the Bid; if a joint venture, list complete legal names of partners] (Hereinafter called “the Bid”) has submitted to you its bid dated [Insert (by issuing agency) date] (Hereinafter called “the Bid”) for execution/ supply [select appropriately] of [insert name of Contract] under Invitation for Bids No. [Insert IFB number] (“The IFB”)

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bid, we[insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in figures][insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bid is in breach of its obligation(s) under the bid conditions, because the Bid.

has withdrawn its Bid during the period of bid validity specified; or

does not accept the correction of errors in accordance with the Instructions to Bids (hereinafter “the ITB”) of the IFB; or

having been notified of the acceptance of its Bid by the CPC/ Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bid is the successful Bid, upon our receipt of copies of the Contract signed by the Bid and of the Performance Security issued to you by the Bid; or (b) if the Bid is not the successful Bid, upon the earlier of (i) our receipt of a copy of your notification to the Bid that the Bid was unsuccessful, otherwise it will remain in force up to

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date

[signature(s) of authorized representative(s)]

ANNEX – B – Format for Performance Security

..... [Issuing Agency’s Name and Address of issuing Branch or Office].....

Beneficiary: [Name and Address of CPC]
.....

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called “the Contractor”) has entered into Contract No.[reference number of the contract] datedwith you, for the [Insert “construction”/ “Supply”] of[name of contract and brief description of Works] (hereinafter called “the Contract”)

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures] (.....) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than theday of, 2019 [Insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....
[Signature(s)]